



# Joining EFQM

Application Form



## IMPORTANT: PLEASE READ BEFORE COMPLETING YOUR APPLICATION.

### How to join our EFQM Community

#### 1. Appoint your EFQM Representative

The first step each organisation has to take when joining our community is to choose one individual from the same organisation to be the EFQM Representative. The highest ranking executive or a member of the Board of Management appoints the EFQM Representative.

This individual acts as a partner within the overall EFQM community contributing to the ongoing development of Sustainable Excellence.

To be truly effective, she/he must be one of the most senior officers directly involved in the organisation's activities and will normally report directly to the highest ranking executive.

The EFQM Representative should be the driving force in aiding the highest ranking executive in the development and implementation of Sustainable Excellence within the organisation.

This role is key for the success of your engagement with the EFQM network, both within and outside the organisation. Therefore the EFQM Representative should be an individual in whom the highest ranking executive has full confidence and trust.

#### 2. Fill in the application form

Please fill in the **application form** and **affiliation agreement** (pages 4-7)

Please provide us with 2 signed copies of the affiliation agreement and 1 copy of the application form.

##### ■ Invoicing

Invoices are for a period of 12 months. At the end of this period the affiliation is automatically renewed.

##### ■ Cancellation

If you wish to cancel your affiliation a written notice from the highest ranking executive has to be sent to the CEO of EFQM explaining **why** you wish to cancel no less than **two months** before the renewal date.

*Please note that the decision to discontinue your affiliation can also be taken by EFQM in accordance with the Articles of the Foundation.*

#### 3. Attach additional information

- Latest annual report or similar information, clarifying the organisation's size and scope of your activities and turnover / budget figures.
- An organisational chart outlining the position of the designated EFQM representative for your organisation (see point 1).

*EFQM will treat this information as strictly confidential.*

#### 4. Please send the whole EFQM application pack to:

Membership Department  
EFQM  
Avenue des Olympiades 2  
1140 Brussels  
Belgium

#### 5. What happens next?

EFQM will inform you of the decision on your affiliation within one week from receipt of the application form, together with all the relevant annexes.

Once your affiliation has been confirmed, please send us an electronic version of your organisation's logo. This will be used when we announce your affiliation to our EFQM community through an edition of our newsletter "EFQM Excellence in Action" and/or via other appropriate communication channels. We will publish your website address with your logo, so that other members can find out more about you.

#### 6. Certificate, access to services and discount

Subject to payment of the invoice in accordance with our terms of payment, you will receive a certificate confirming your affiliation. Please note the comment about services in (2) of the affiliation agreement.

# EFQM Affiliation Agreement

## Types of Affiliation

Business enterprises, governmental and other public sector organisations can apply to join our community. The first question to answer is, “What is the size, scope and complexity of your organisation?” You have the choice to apply as a corporate headquarters or division (business unit / subsidiary).

### Corporate

- If the headquarters of an organisation joins our community, all other divisions operating under the same brand name and/or same line of business are considered part of the affiliation and this will be taken into account to determine the annual fee. A fully owned subsidiary that is already part of our community that operates in a different line of business and/or under a different brand name should apply separately. When applying for corporate affiliation, please include an appendix with a list of all business units/subsidiaries that will fall under the scope of the agreement. Any business unit/subsidiary/division not on this list will not be eligible for discount or access to services under the affiliation agreement.

### One Business Unit / Division / Subsidiary

- If only a division of an organisation joins our community, then the benefits are applied to only those employees within the scope of this division. The other divisions under the same company name would not be considered as affiliates.

In either case, the size, scope and structure of your organisation will help us to determine your annual subscription fee for joining our network.

### **Contribution:**

The annual subscription fee depends on the **annual turnover** of the business enterprise, or the **expense budget** for governmental and public sector organisations, or **total assets** for financial institutions within the scope of your engagement plan. If this basic parameter for size, scope and structure is not representative of your organisation’s actual size and scope, EFQM requires more information on other facts and figures such as number of employees, subsidiaries, partners, competitors, etc. for determining your annual subscription fee.

### Categories of Affiliation

<b>Annual Turnover (business enterprises) <sup>1</sup></b> <b>Expense Budget (government)</b> <b>Total Assets (financial/real estate)</b>	<b>Category</b>	<b>Annual Subscription Fee in EUR (€)</b>
More than 1 billion Euros	■ Category A	■ 11,000
Between 100 million Euros and 1 billion Euros	■ Category B	■ 5,500
Between 5 million Euros and 100 million Euros	■ Category C	■ 2,700
Less than 5 million Euros	■ Category D	■ 1,350

For **educational institutions** (such as universities and schools), EFQM has a special category called Associate. In order to fulfil the mission of EFQM, we wish to share our knowledge with future business leaders (in any industry) and, as such, we have created one annual subscription fee of **€1,100** regardless of size for educational institutions.

Please note that this category is strictly limited to educational (teaching) institutions whose primary purpose is to teach at primary, secondary or tertiary level.

<sup>1</sup> Please give the total turnover for the whole group if applying for corporate affiliation.

## EFQM Affiliation Agreement – Application Form

<b>Name of the organisation</b> applying for affiliation <i>(Note: this name will be mentioned on the certificate and on any information published by EFQM)</i> _____											
<b>The main activities</b> of the organisation _____											
Please use the attached sector overview (page 8) to indicate your sector:											
<input type="checkbox"/> Manufacturing and Products _____ <input type="checkbox"/> Public Sector / Not for profit _____	<input type="checkbox"/> Services _____ <input type="checkbox"/> Consultant _____										
Please indicate the countries in which your organisation is operating:	Indication of the <b>scope/size</b> of your organisation, including all business units/subsidiaries to be included in the affiliation agreement:										
<input type="checkbox"/> Europe <input type="checkbox"/> The Americas <input type="checkbox"/> <input type="checkbox"/> Africa <input type="checkbox"/> Asia <input type="checkbox"/> <input type="checkbox"/> Australia/Oceania <input type="checkbox"/> <input type="checkbox"/> Middle East <input type="checkbox"/>  Specific country: _____	Annual turnover _____  Number of employees _____  Number of locations/subsidiaries _____  NB: Please provide an appendix listing all business units/subsidiaries to be included.										
<b>VAT Number</b> <i>(Note: this number is compulsory for any organisation based in one of the EU countries)</i>  <div style="text-align: center;"> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> </div>											
<b>Categories of Affiliation</b> <i>(please indicate which category you are applying for – amount in euros):</i>											
<table style="width: 100%; border: none;"> <tr> <td style="padding: 2px 10px 2px 20px;">A <input type="checkbox"/> more than €1 billion</td> <td style="text-align: right; padding: 2px 20px 2px 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">B <input type="checkbox"/> between €100 million and €1 billion</td> <td style="text-align: right; padding: 2px 20px 2px 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">C <input type="checkbox"/> between €5 million and €100 million</td> <td style="text-align: right; padding: 2px 20px 2px 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">D <input type="checkbox"/> Less than €5 million</td> <td style="text-align: right; padding: 2px 20px 2px 20px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 2px 10px 2px 20px;">Y <input type="checkbox"/> Associate</td> <td style="text-align: right; padding: 2px 20px 2px 20px;"><input type="checkbox"/></td> </tr> </table>		A <input type="checkbox"/> more than €1 billion	<input type="checkbox"/>	B <input type="checkbox"/> between €100 million and €1 billion	<input type="checkbox"/>	C <input type="checkbox"/> between €5 million and €100 million	<input type="checkbox"/>	D <input type="checkbox"/> Less than €5 million	<input type="checkbox"/>	Y <input type="checkbox"/> Associate	<input type="checkbox"/>
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D <input type="checkbox"/> Less than €5 million	<input type="checkbox"/>										
Y <input type="checkbox"/> Associate	<input type="checkbox"/>										
<b>Scope of Affiliation</b>											
<input type="checkbox"/> <b>Corporate</b> <span style="float: right;"><input type="checkbox"/></span> <input type="checkbox"/> <b>One business unit/subsidiary only</b> <span style="float: right;"><input type="checkbox"/></span>											
<b>Who recommended that you join EFQM?</b>											
Name: _____ Organisation: _____											
Nature of business relationship/project worked on together: _____											

## EFQM Affiliation Agreement – Application Form

### Highest ranking executive/ Member of the Board

Prefix      Mr.    Mrs.    Ms    Miss    Dr    Prof

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Function: \_\_\_\_\_

Street/No.: \_\_\_\_\_

City/Code: \_\_\_\_\_

Country: \_\_\_\_\_

Tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work-Email: \_\_\_\_\_

Website: \_\_\_\_\_

*Please note that EFQM does not accept personal e-mail addresses such as @yahoo, @gmail, @hotmail etc.*

### EFQM Representative

***NB: Please ensure that you have read the guidelines before appointing the EFQM Representative***

Prefix      Mr.    Mrs.    Ms    Miss    Dr    Prof

First name: \_\_\_\_\_

Last name: \_\_\_\_\_

Function: \_\_\_\_\_

Street/No.: \_\_\_\_\_

City/Code: \_\_\_\_\_

Country: \_\_\_\_\_

Tel.: \_\_\_\_\_

Mobile: \_\_\_\_\_

Work-Email: \_\_\_\_\_

Website: \_\_\_\_\_

*Please note that EFQM does not accept personal e-mail addresses such as @yahoo, @gmail, @hotmail etc.*

## EFQM Affiliation Agreement (copy 1)

THIS AFFILIATION AGREEMENT comes into effect on \_\_/\_\_/\_\_

### BETWEEN

**EFQM PRS**, a private foundation existing under Belgian law, with registered office at 1140 Evere, Olympiadenlaan, Belgium, registered with the register of legal persons under number 871.740.087 at the "Kruispuntbank Ondernemingen",

Hereinafter referred to as **EFQM**;

### AND

#### Organisation:

\_\_\_\_\_

Represented by (highest ranking executive):

\_\_\_\_\_

Hereinafter referred to as the **Affiliate**.

Each a **Party** and, together, the **Parties** to the affiliation agreement.

### WHEREAS

**(A)** EFQM is to be the driving force for Sustainable Excellence.

**(B)** The **Affiliate** wishes to intellectually and financially participate in and contribute to (the **Affiliation**) the community of Sustainable Excellence established by EFQM (the **EFQM Community**)

**(C)** In the context of the Affiliation, the Affiliate shall be entitled to benefit from rights provided by EFQM (the **Affiliation Rights**). In consideration with these rights the Affiliate shall be bound by certain obligations (the **Affiliation Obligations**).

**(D)** The Parties wish to lay down the terms and conditions of the Affiliation in an agreement.

### IT IS AGREED AS FOLLOWS

#### 1. AFFILIATION

Following signature of this Agreement, the affiliate and EFQM will enter into an affiliation agreement on the date specified above, the terms and conditions of which will be governed by the internal rules and by the by-laws of EFQM.

### 2. RIGHTS AND OBLIGATIONS UNDER THIS AGREEMENT

As from the entry into force of this agreement, the Affiliate will enjoy the Affiliation Rights and will be bound by the Affiliation Obligations that are described in detail in the internal rules, as modified from time to time by the Board of Directors of EFQM. The internal rules can be found on:

[\[Click here to read and access the Internal Rules\]](#)

The obligations of the affiliates include the payment of an annual affiliation fee. The first annual affiliation fee will be due within thirty days from the date of invoice that will be sent to you, pursuant to signing this agreement.

NB: EFQM reserves the right to suspend all services to the affiliate in the case of late payment.

The EFQM representative is responsible for:

- (1)** Acting as the **key contact** for all general correspondence, invoicing and annual survey
- (2)** Connecting EFQM with **other key people** in the affiliate organisation
- (3)** Drawing up and implementing **the EFQM excellence action plan**
- (4)** **Updating EFQM** on contact changes, structural changes etc. within the affiliate organisation
- (5)** **Maintaining regular contact** with EFQM. NB: *The appointed EFQM Representative must be fluent in English as this is the communication language for our international community.*
- (6)** Participating in **periodic scheduled telephone calls** with EFQM staff
- (7)** **Checking EFQM incoming emails** and responding when necessary.

### 3. DURATION AND TERMINATION

**3.1** This agreement enters into force on the date specified above and is concluded for an **indefinite period**.

**3.2** Each Party shall be entitled to terminate the adherence agreement for the reasons and in the manner set out in the internal rules, which include the notice period that is required.

**THE PRESENT AGREEMENT** is signed in two originals (by the highest ranking executive), each Party acknowledging having received a copy.

For EFQM

Marc Amblard  
Chief Executive Officer

For the Affiliate

Name:  
Function:

## EFQM Affiliation Agreement (copy 2)

THIS AFFILIATION AGREEMENT comes into effect on \_\_/\_\_/\_\_

### BETWEEN

**EFQM PRS**, a private foundation existing under Belgian law, with registered office at 1140 Evere, Olympiadenlaan, Belgium, registered with the register of legal persons under number 871.740.087 at the "Kruispuntbank Ondernemingen",

Hereinafter referred to as **EFQM**;

### AND

#### Organisation:

\_\_\_\_\_

Represented by (highest ranking executive):

\_\_\_\_\_

Hereinafter referred to as the **Affiliate**.

Each a **Party** and, together, the **Parties** to the affiliation agreement.

### WHEREAS

**(A)** EFQM is to be the driving force for Sustainable Excellence.

**(B)** The **Affiliate** wishes to intellectually and financially participate in and contribute to (the **Affiliation**) the community of Sustainable Excellence established by EFQM (the **EFQM Community**)

**(C)** In the context of the Affiliation, the Affiliate shall be entitled to benefit from rights provided by EFQM (the **Affiliation Rights**). In consideration with these rights the Affiliate shall be bound by certain obligations (the **Affiliation Obligations**).

**(D)** The Parties wish to lay down the terms and conditions of the Affiliation in an agreement.

### IT IS AGREED AS FOLLOWS

#### 1. AFFILIATION

Following signature of this Agreement, the affiliate and EFQM will enter into an affiliation agreement on the date specified above, the terms and conditions of which will be governed by the internal rules and by the by-laws of EFQM.

### 2. RIGHTS AND OBLIGATIONS UNDER THIS AGREEMENT

As from the entry into force of this agreement, the Affiliate will enjoy the Affiliation Rights and will be bound by the Affiliation Obligations that are described in detail in the internal rules, as modified from time to time by the Board of Directors of EFQM. The internal rules can be found on:

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The obligations of the affiliates include the payment of an annual affiliation fee. The first annual affiliation fee will be due within thirty days from the date of invoice that will be sent to you, pursuant to signing this agreement.

NB: EFQM reserves the right to suspend all services to the affiliate in the case of late payment.

The EFQM representative is responsible for:

- (8)** Acting as the **key contact** for all general correspondence, invoicing and annual survey
- (9)** Connecting EFQM with **other key people** in the affiliate organisation
- (10)** Drawing up and implementing **the EFQM excellence action plan**
- (11)** **Updating EFQM** on contact changes, structural changes etc. within the affiliate organisation
- (12)** **Maintaining regular contact** with EFQM. NB: *The appointed EFQM Representative must be fluent in English as this is the communication language for our international community.*
- (13)** Participating in **periodic scheduled telephone calls** with EFQM staff
- (14)** **Checking EFQM incoming emails** and responding when necessary.

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For EFQM

Marc Amblard  
Chief Executive Officer

For the Affiliate

Name:  
Function:

## Most Common Sectors of EFQM Affiliates

The list below gives the most common sectors of the existing affiliates of EFQM. If you do not see any related sector, please complete your actual sector on page 4 in the relevant section. We will periodically update the list of main sectors in our network and it will be very helpful to have this information from you.

If possible, please choose an overall group from those given on page 4 and then complete your own sector in the space provided.

<b>Manufacturing and Products</b>	<b>Services</b>
Aerospace	Banking
Automotive	Construction/Mining
Chemical	Energy
Clothing	Engineering
Electronics	Healthcare
Food/Drink	IT
Metals	Media
Oil & Gas	Post
Other manufacturing	Rail
Pharmaceuticals	Telecom
	Transport
	Utilities
<b>Public Sector/Not for Profit</b>	<b>EFQM Partner</b>
Associations	EFQM Primary Partner
Education	EFQM Distributor
EU Institutions	EFQM Licensed Advisor
Government	EFQM Licensed Trainer
Healthcare	
NGO	
Not for profit	
Other public sector	